Franklin Institute of Wellness  
Educational Catalog 2e

Thank you for your interest in studying natural health through the Franklin Institute of Wellness! We’re excited to have you join us to study the art and science of herbalism and aromatherapy with our unique, evidence-based approach through our interactive distance learning programs. With our unique multimedia learning experience, you can bring the classroom home with interactive forums and student-instructor sessions, downloadable lectures, online video lessons, and downloadable formula instructions and worksheets.

The field of natural health is a rapidly growing area of study and our program is designed to put you at the cutting edge of these growing professions! We include not only the science of herbs, nutraceuticals, and essential oils but also product and professional development.

This catalog provides you with valuable information about the program we provide, tuition, policies, and how to earn your certification. If you have any questions or would like to speak with a representative, feel free to contact us: 615•261•3116 / info@franklininstituteofwellness.com

Botanicals have been used for millennia as an important element of both wellness and everyday life. Through our evidence-based programs, aspiring professionals can learn how to blend the time tested traditions with modern scientific evidence.
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The sweet smelling herb chamomile provides potent anti-inflammatory benefits that have been prized for many years both as an herbal supplement and in the field of aromatherapy.

School Information
Authorization, Mission, and Objectives

**Authorization:** The Franklin Institute of Wellness is authorized by the Tennessee Higher Education Commission. This authorization must be renewed each year and is based on an evaluation by minimum standards concerning quality of education, ethical business practices, health and safety, and fiscal responsibility.

**Mission:** Our mission at the Franklin Institute of Wellness is to educate and empower professionals to utilize environmentally friendly, plant based ingredients to promote healthy, green lifestyles.

**Objectives:** To accomplish our goals of providing an unsurpassed educational opportunity that combines relevant and comprehensive scientific and practical information with ease of attendance and flexibility in format for students, we have set the following objectives:

We provide students with thorough and rigorous programs that contain current scientific information about botanical and green substances within the healthy lifestyle. We ensure that each course empowers the student to achieve success through clearly detailed requirements designed to encourage critical thinking skills and ensure competency in the field.

We provide affordable programs that can be accomplished by individuals in any location or time schedule, and we ensure competency in faculty and staff in the areas in which they instruct students, requiring an extensive combination of education and experience in the field. We maintain a comprehensive online learning system that utilizes advanced educational technology to recreate the classroom experience online.

**Classroom:** As a distance learning institution, our virtual system can be taken with you anywhere, to complete within your own schedule. The system provides online video lessons, downloadable mp3 lectures, downloadable worksheets, formula guides, and other study helps, assignments for textbook study, and online testing as part of the assessment process. It also provides an interactive environment where you can interact with your instructor and other students within a course. To enroll in a course, you will need a computer or tablet device, high speed internet access, basic internet skills (such as the ability to view online videos, download and print files, and navigate to websites), a printer for printed files, and a device to play mp3 lectures (this may be your computer with speakers).
Non Discrimination: The Franklin Institute of Wellness is dedicated to providing a learning environment that is free from discrimination based upon gender, race, age, citizenship, nationality, religion, marital status, age, sexual orientation, gender identity, or parental status.

As a school, we do not engage in such biases or discrimination and expect all members of our learning environment to report such incidents to the school.

Student:Teacher Ratios: To ensure ample one-on-one time in the online learning environment for all students, the Franklin Institute of Wellness limits the student:teacher ratio to a maximum of 30:1 for each class.

Class Format: All courses offered at The Franklin Institute of Wellness are provided through our virtual classroom with an interactive learning environment that takes place in the comfort of your own home. With this option, you can work your courses into your own busy schedule and complete tasks when it is convenient for you! The online learning center offers downloadable lectures, video based lectures, and assignments from texts. Projects and formulations are also included as assignments and are completed with formulas and recipes provided in your study materials.

The Aromatherapy Certification course is also available in a hybrid format with laboratory experience obtained in-person, at our facility in Franklin TN. This hybrid option requires 3 days of in-person instruction for both the first and the third academic quarter of that course schedule.

Apothecary

Learn how to both formulate and dispense your own safe and effective solutions for clients who seek your services, and to develop your own exclusive professional line of products.
The field of aromatherapy is a rapidly growing area of expertise, valued in the United States and abroad. Studying aromatherapy is a fun and challenging experience, combining core sciences with product formulation and scent blending. At the Franklin Institute of Wellness, our aromatherapy program provides 330 contact hours of evidence-based education in the science of aromatherapy, comprising one of the most thorough and in-depth programs available.

Our program is completed in three sessions; full time student can expect to complete the program in 9 calendar months. Part time study options are also available. Graduates of the program will be Certified Aromatherapists with a wide variety of employment options available.

Aromatherapists have two professional options. Aromatherapists that specialize in aromatherapy exclusively create customized blends for clients and companies, develop exclusive organic body care product lines or formulate eco-friendly household products, can work as professionals or consultants for organic markets, or can work as a consultant for natural and organic product formulations.

Aromatherapists that have state-granted licenses in another field—such as massage therapy—can integrate aromatherapy into their current careers, expanding the product offerings and increasing the value of your current line of services and products.

Our aromatherapy program is flexible and provided in the comfort of your own home through the interactive virtual classroom environment. Through the multimedia program, you can earn your aromatherapy professional certification on your own schedule. Ready to begin? Apply today!

Aromatherapy is the scientific study of essential oils, which are diffused throughout the air and can be used to develop organic skin care products and eco-friendly household products. The study of aromatherapy is interdisciplinary and combines both art and science for mastery.

Essential oils are derived from pockets of oil within the plants. They are produced as secondary metabolites and contain within them the essence of the plant scent. These strong and powerful scents provide numerous uses that are utilized by aroma professionals throughout the world.
Program Objectives:

Our aromatherapy certification program is designed to prepare you for any career in aromatherapy you may choose. It exceeds the core educational requirements for all national organizations that approve aromatherapy education and includes advanced training, such as skin care development, to ensure competency.

Upon completion of the program, students will be able to:

- Explain the evidence-based, scientific use of over 60 essential oils for professional use.
- Implement core sciences, including anatomy & physiology, botany, research methods, psychoneuroimmunology, and chemistry, into the use of essential oils for safe and appropriate usage.
- Formulate organic skin care products and eco-friendly household products and properly label such products for retail sale.
- Explain the extraction of essential oils and identify high quality oils, with the ability to produce essential oils from plant matter.
- Assess products on the market for safety, aromatherapeutic use, and quality.
- Read, interpret, understand, and apply information in the scientific literature on the appropriate uses of essential oils.

The Aromatherapy Certificate can be obtained in three full time sessions or six part time sessions. With full time enrollment, the program would be completed in 9 calendar months, and part time enrollment would require 18 calendar months for completion. These timeframes do not include any breaks in enrollment. Part time enrollment would include two core classes or one concentration class. (Note: For planning purposes, 1 contact hour is equal to approximately 3-4 total study hours.)

Course Requirements:

Core Courses (30 hours each)
- History and Philosophy of Aromatherapy
- Botany and Plant Identification
- The Stress Response
- Anatomy and Physiology
- Product Formulation
- Business and Ethics

Concentration Courses (50 hours each)
- Foundations of Aromatherapy
- Applied Aromatherapy
- Professional Aromatherapy

Total Study Hours: 330
Total Tuition (not including application fee, books, or supplies): $1785* for full time / $1800* for part time

Graduation Requirements: Successful completion of the program is defined as:
- Completing all of the required program hours with a minimum grade of 70% or higher on all coursework.
- Fulfilling all financial obligations to the school.
- Successfully pass the aromatherapy certification exam with a minimum score of 75%.
- Compliance with all rules and regulations of the school.

Upon successful completion, the student will be awarded a professional certificate in aromatherapy.
Data from the National Institutes of Health reveal that over half of Americans currently take dietary supplements, and that statistic is rapidly growing. This booming industry is in need of well trained professionals to develop premium products, meet with clients regarding the appropriate uses of herbs, nutraceuticals, and essential oils, and consult with professionals in related industries. Our program combines core sciences with produce development and professional training, providing 550 contact hours of evidence based education, comprising one of the most thorough and in-depth programs available.

Our program is completed in five sessions; full time student can expect to complete the program in 15 calendar months. Part time study options are also available. Graduates of the program will earn a Diploma in Dietary Supplement Science and become Dietary Supplement Specialists, with a wide variety of employment options available.

Dietary Supplement Specialists have multiple professional options. These range from creating customized blends for clients and companies, developing exclusive organic body care product lines, creating premium herbal product and supplement lines, formulating eco-friendly household products, consulting for organic markets, or consulting for herbal product formulations.

Those who hold a DipDSS that also have state-granted licenses in another field can integrate this training into their current careers, expanding the product offerings and increasing the value of your current line of services and products.

Our certification program is flexible and provided in the comfort of your own home through the interactive virtual classroom environment. Through the multimedia program, you can earn your Diploma in Dietary Supplement Science on your own schedule. Ready to begin? Apply today!
Program Objectives:
Interested in herbalism, nutraceuticals, and essential oils? Our Diploma in Dietary Supplement Science (DipDSS) is designed to prepare you for any career in botanical or dietary supplements you may choose. It provides a thorough and comprehensive education on the science behind popular herbal supplements, nutraceuticals, essential oils, and combination products, preparing you to be at the cutting edge of the natural health field.

Upon completion of the program, students will be able to:
• Explain the evidence-based, scientific uses of hundreds of natural products.
• Implement core sciences, including anatomy & physiology, botany, research methods, psychoneuroimmunology, and phytochemistry into professional practice.
• Demonstrate the ability to formulate professional products suitable for entering the rapidly growing supplement marketplace.
• Assess products on the market for safety, appropriate use, and quality.
• Read, interpret, understand, and apply information found in the scientific literature on the appropriate uses of herbs, essential oils, and nutraceuticals.

The Diploma (Dip.DSS) can be obtained in five full time sessions or ten part time sessions. With full time enrollment, the program would be completed in 15 calendar months, and part time enrollment would require 30 calendar months for completion. These timeframes do not include any breaks in enrollment. Part time enrollment would include two core classes or one concentration class. (Note: For planning purposes, 1 contact hour is equal to approximately 3-4 total study hours.)

Course Requirements:
Core Courses (30 hours each)
• History and Philosophy of Health
• Botany and Plant Identification
• Sustainability
• Anatomy and Physiology
• Botanical Product Development
• Research Methods
• Environmental Studies
• Skin Care Product Formulation
• Business and Ethics

Concentration Courses (50 hours each)
• Botanical Supplements
• Advanced Botanical Science
• Introduction to Nutraceuticals
• Advanced Dietary Supplements
• Foundations of Aromatherapy

Total Study Hours: 550
Total Tuition (not including application fee, books, or supplies): $3050* for full time / $3075* for part time

Graduation Requirements: Successful completion of the program is defined as:
• Completing all of the required program hours with a minimum grade of 70% or higher on all coursework.
• Fulfilling all financial obligations to the school.
• Successfully pass the certification exam with a minimum score of 75%.
• Compliance with all rules and regulations of the school.

Upon successful completion, the student will be awarded a Diploma in Dietary Supplement Science.
Our programs include both 30 hour core classes and 50 hour concentration classes. For planning purposes, we recommend allotting approximately 3-4 actual study hours for each contact hour within a course. All courses run on standard ten week academic quarters.

Part time students may complete two 30 hour courses or one 50 hour course in a quarter, and full time student complete two 30 hour and one 50 hour course in a quarter. Non-program students may take no more than 110 total contact hours without applying to a program.

30 contact hour core classes:

**Botany and Plant Identification** (FIW103) This course provides a thorough introduction to the science of plant growth and development, botanical physiology, taxonomy, and local plant identification. Students will learn the primary functions of plants, the role of plant adaptation, and secondary metabolites. 30 contact hours.

**History and Philosophy of Natural Wellness** (FIW105) In this course, students will study the origins of the field of aromatherapy and the role of botanicals and aromatics throughout the prominent stages of history. Content includes introduction to prominent researchers that contributed significantly to the study of aromatherapy, and the discussion of various beliefs about health throughout the course of time. 30 contact hours.

**Sustainability** (SUS107) This course ensures competency in the identification of endangered plant species used in supplements, current trade requirements regarding the use of such plants, and ethical harvesting practices when producing or selling supplements. 30 contact hours.

**Botanical Product Development** (FIW204) This course covers the skills and techniques required to blend and formulate botanical products that meet industry standards for entering the market. 30 contact hours. Prerequisite: FIW105.

**Psychoneuroimmunology and The Stress Response** (FIW205) This course provides an introduction to the connections throughout the body triggered by the stress response. Students will learn how the mind-body connection affects wellness and how to adapt stress-relieving behaviors. Course includes an introduction to adaptogens and aromatherapy. 30 contact hours.

**Anatomy and Physiology** (FIW206) In this course, students will become familiar with the basic systems of the body and how essential oils can affect each system. A discussion of interactions and illness is included. 30 contact hours.

**Skin Care Product Formulation** (FIW304) This course covers over twenty carrier oils and the skills and techniques required to blend and formulate aromatherapeutic skin and facial care products for personal use and retail sale. 30 contact hours. Prerequisite: ARO201
Academics
Course Descriptions

**Environmental Studies** (SUS307) This class provides information on the environmental habits that play a crucial role in botanical supplement production and availability. It includes biomagnification, genetic resistance, synergism, environmental toxicology, and the link between ecosystems and biodiversity with human health. 30 contact hours Prerequisite: SUS107

**Research Methods** (FIW308) This course provides the skills and techniques required to evaluate new information in scientific journals to determine relevance and appropriate usage the role of educating and empowering clients by disseminating up-to-date information on natural products. 30 contact hours. Prerequisites: SUS107, FIW103, FIW206

**Small Business, Practice, and Ethics** (FIW309) This course guides the students through the basics of beginning a business, requirements for labeling products, and ethical requirements for membership in national aromatherapy associations. 30 contact hours. Prerequisite: ARO201

50 contact hour concentration classes:

**Foundations of Aromatherapy** (ARO101) This course covers the basics of the use of essential oils, including the study of 22 oils, extraction methods, safety, and an introduction to blending. 50 contact hours.

**Applied Aromatherapy** (ARO201) This course builds upon the foundation provided in ARO101 by covering the concepts of synergy, six different blending techniques, and the use of 20 additional essential oils. 50 contact hours. 

Prerequisite: ARO101

The sweet smelling herb chamomile provides potent anti-inflammatory benefits that have been prized for many years both as an herbal supplement and in the field of aromatherapy.
Professional Aromatherapy (ARO301) In this course, students learn how to integrate aromatherapy into an existing practice, how to utilize aromatherapy for product development, and how to utilize an additional twenty essential oils from rare and exotic plants. 50 contact hours. Prerequisite: ARO201.

Botanical Supplements (BOT101) This course provides a solid foundation for the use of botanical supplements, an introduction to botanical supplement science, and the skills required to evaluate existing supplements on the market by evaluating the literature on 125 herbs. Safety data on pregnancy and lactation is included. 50 contact hours. Prerequisites: FIW103 and FIW206.

Advanced Botanical Science (BOT301) In this course, students master the scientific basis for the use of plants as supplements, and further explore the main characteristics of herbal supplements. Standardization and quality control, ethnobotany, toxicology, and ethnopharmacy are studied, and additional herbal profiles are evaluated within the context of body systems. 50 contact hours. Prerequisites: BOT101, FIW103, and FIW206.

Marketing for the Natural Living Professional (BUS201) In this course, professionals within the natural living field such as doulas, herbalists, aromatherapists, and childbirth educators, learn the core basics of marketing their services effectively and ethically. The course includes a detailed look at the scope of practice for unlicensed wellness professionals, professional branding, social media mastery, and how to integrate an effective lifestyle marketing approach. 50 contact hours. Prerequisite: FIW309 or equivalent.

Natural Health Consulting (BUS304) This course provides a detailed outline of the consulting process that includes how to educate and empower your clients while staying within the confines of the scope of practice of an unlicensed wellness professional. It covers each step of the process from recruiting clients, client communication, handouts and printed materials, intake and evaluation forms, formal agreements, follow up, and establishing professional relationships. 50 contact hours. Prerequisite: FIW309 or equivalent.

Introduction to Nutraceuticals (SUP101) In this course, students study the dietary supplements that are extracted from food or herb products and classified as nutraceuticals. These products cross the gap between food and medicine, and are some of the most frequently used dietary supplements. The scientific literature on the use of specific nutraceuticals is evaluated in the context of body systems. 50 contact hours. Prerequisites: BOT101, FIW103, and FIW206.

Advanced Dietary Supplements (SUP301) This course advances into the more broad classification of nutraceuticals, that includes functional foods, potent botanical extracts, and essential oils as dietary supplements. It evaluates the existing scientific literature on these popular new products to establish safety and dosing guidelines within the context of specific populations. 50 contact hours. Prerequisites: ARO101, SUP101, BOT101, FIW103, and FIW206.
Academics
Credits, Transcripts, Placement

Course Credits and Academic Progress: Courses are graded using the system outlined below. Grades are provided to the student through the online system, where students each have access to their current and past grades. Students are required to maintain a minimum of a 70% average to maintain active standing. Students will be placed on academic probation for averages that fall below a 75% minimum. Students must have completed all courses with a minimum average of 70% to qualify for the certification exam.

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<th>Grade</th>
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<td>A</td>
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<td>F</td>
<td>59% and below</td>
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Credit for Previous Education
Students that have completed required courses at another postsecondary institution may submit transcripts to determine eligibility. Credit for previous education can be awarded in one of two ways:

1. Courses, such as Anatomy and Physiology, completed at institutions that are accredited by an agency recognized by the United States Department of Education (USDE) may be applied for credit, provided the transcripts are received by the Franklin Institute of Wellness, the course was completed with a grade of a “C” or better, and the Director has evaluated the course(s) to determine equivalency.

2. Courses completed at unaccredited institutions, continuing education workshops, or through any other format may be applied for credit, provided that the transcripts are received by the Franklin Institute of Wellness, the course was completed with a grade of a “C” or better, the director has evaluated the course(s) to determine equivalency, and the director has evaluated the student’s knowledge to determine proficiency.

If coursework completed elsewhere is determined to have provided equivalent competency, the student may receive credit for the course(s). Students may transfer no more than 60% of the academic credit hours necessary to fulfill the graduation requirements.

Transfer of Credits: The Franklin Institute of Wellness is a special purpose institution. That purpose is to educate and empower professionals to utilize environmentally friendly plant based ingredients to promote healthy, green lifestyles. This purpose does not include preparing students for further college study. Students should be aware that transfer of credit is always the responsibility of the receiving institution. Whether or not credits transfer is solely up to the receiving institution. Any student interesting in transferring credit hours should check with the receiving institution directly to determine to what extent, if any, credit hours can be transferred.

Transcript Requests: Student records will be made available upon signed, written request from the student. A fee of $15 is applied per recipient for the preparation and shipment of transcripts. The Franklin Institute of Wellness will not honor transcript requests of students that have an outstanding financial obligation to the school.

Placement Assistance: The Franklin Institute of Wellness does not guarantee job placement to graduates upon program/course completion or upon graduation. The Institute does not provide any occupational assistance.
Admissions
Requirements and Calendar

Application Process: To apply for admission, read through the criteria below and submit the required documents to our office. Applications and supporting documents must be received in our office no later than the deadlines which can be found in the calendar on the left. A complete application includes the formal application, two letters of recommendation, official transcripts from a high school or college, the non-refundable application fee of $75, and the required admissions essays.

Requirements: To be apply for admission, potential students must possess a high school diploma or the equivalent as demonstrated by a general equivalency diploma (GED). Students must also be eighteen (18) years old prior to the start date of the first session.

Winter Quarter 2016 (16Q1)
Application Deadline: January 1
Session Begins Monday, January 6
Session Ends: March 19

Spring Quarter 2016 (16Q2)
Application Deadline: March 29
Session Begins Monday, April 4
Session Ends: June 17

Summer Quarter 2016 (16Q3)
Application Deadline: June 27
Session Begins: Tuesday, July 5
Session Ends: September 16

Fall Quarter 2016 (16Q4)
Application Deadline: September 21
Session Begins Wednesday, Sept 28
Session Ends: December 9

Winter Quarter 2017 (17Q1)
Application Deadline: January 2
Session Begins Monday, Jan 9
Session Ends: March 22

Spring Quarter 2017 (17Q2)
Application Deadline: Mon. June 23rd
Session Begins Monday, April 3
Session Ends: June 16

Summer Quarter 2017 begins on Monday, July 3, 2017

Orange Oil
Sweet orange essential oil is extracted from the peel of the fruit. It provides a fresh citrus scent and blends well with other citrus oils as well as most floral essential oils.
Tuition and Fees
Application Fee: $75 (non-refundable)
Full Time Session Fee: $690
Part Time Session Fee: $345

Completion of the Aromatherapy Certification Program can be achieved in three full time sessions or six part time sessions. Total cost of the program is $2070.

Completion of the Dietary Supplement Specialist program can be achieved in five full time sessions or ten part time sessions. Total cost of the program is $3,450.

Books and Supplies: Program completion will require the purchase of textbooks and supplies. The approximate cost for textbooks for aromatherapy certification is $300 plus $300-$350 for supplies. The approximate cost for textbooks to complete the dietary supplement science is $450, with an additional $350-$400 estimated for supplies. Herbs, essential oils, carrier oils, skin care ingredients, and blending supply cost will vary based on personal preference.

Payment Policies The non-refundable application fee of $75 is due with the application. With acceptance and course registration, a deposit of $200 is required. The balance for the tuition is due on or before the first day of the session. A late fee of $30 will be applied to tuition left unpaid 10 days after the start of the program. Students with balances due will not be able to register for additional sessions or to take the final exam for graduation. Additionally, transcripts will not be released for students with a balance due.

Refund Policy The last date of attendance will be considered to be the day the Institution receives notice of intent to withdraw in writing via email.

If a student withdraws from the Franklin Institute of Wellness on or before the first day of a session, or fails to begin the session, the refund shall equal the sum of all amounts paid or to be paid by or on behalf of the student for the period of enrollment, less an administrative fee of one hundred dollars ($100.00).

If after a session has commenced and before expiration of ten percent (10%) of the session for which he or she was charged, a student withdraws, drops out, is expelled, or otherwise fails to attend classes, the refund shall equal seventy-five percent (75%) of all amounts paid or to be paid by or on behalf of the student for the period, less administrative fee of one hundred dollars ($100.00).

If after expiration of the ten percent (10%) of the session for which he or she was charged, and before expiration of twenty-five percent (25%) of the period, a student withdraws, drops out, is expelled, or otherwise fails to attend classes, the refund shall equal twenty-five percent (25%) of all amounts paid or to be paid by or on behalf of the student for the period, less administrative fee of one hundred dollars ($100.00).

If after expiration of twenty-five percent (25%) of the period of enrollment for which he or she was charged, a student withdraws, drops out, is expelled, or otherwise fails to attend classes, the student may be deemed obligated for one hundred percent (100%) of the tuition, fees, and other charges assessed by The Franklin Institute of Wellness.
Students at the Franklin Institute of Wellness are expected to adhere to academic standards of integrity in coursework and professional conduct. This includes respectful communication with other students and the faculty/staff of the school. Students are expected to submit original work and plagiarism will not be tolerated.

Intellectual Property: The materials provided by the Institute are owned by the Institute and/or Instructors, who hold all intellectual property rights, including copyright, trade secret, and trademark rights. These materials are provided in conjunction with coursework but are not to be copied or otherwise duplicated, and may not be distributed or transferred to any other person or entity. Any other use of these materials violates copyright.

If a student is found to be in violation of the Code of Conduct, they may be dismissed from the Institution. In the case of dismissal due to such violations, the regular refund policy will apply.

Attendance: An online learning system has many benefits, including the ability for students to work at their own pace. However, for success with the program, it is imperative that students complete the assignments provided in the system. Satisfactory attendance includes logging into the online system a minimum of twice a week during the session to download assignments and module information.

Online Classroom activity is monitored and class presence is calculated as viewing lectures online, downloading required study materials, and taking the online assessments. Students that do not participate in a minimum of 80% of the assignments listed in the course portal will be given a grade of “I” for incomplete and the course cannot be applied towards a certificate.
Policies
Withdrawal and Grievance,

Grievance Policy

If a student believes he or she has been treated unfairly by any member of the faculty and staff at The Franklin Institute of Wellness in any matter, whether academic, financial, or discrimination, the student should submit a written email to the Director via email (jessie@franklininstituteofwellness.com) or physical mail: Attn: Jessie Hawkins / 354 Downs Blvd. ste 106 / Franklin, TN 37064. The Director will investigate the matter and respond within a timely manner; the decision of the Director is final.

If the matter cannot be resolved at the Institutional level, the student may file a complaint with the Tennessee Higher Education Commission: 404 James Robertson Parkway, ste 1900, Nashville, TN 37243; 615-741-5293.

Withdrawals

Students may withdraw from the program at any time. Refunds will be calculated in accordance with the refund policy outlined in this catalog. The last date of attendance will be considered to be the day the Institution receives notice of intent to withdraw in writing via email.

Code of Conduct

At the Franklin Institute of Wellness, we value honesty, academic integrity, respect, and trust. We expect our students to treat each other and the staff with respect. Threats to other students and staff members will not be tolerated.

Students should submit original work; plagiarism or copyright violations in coursework submission will not be tolerated.

Academic integrity includes conduct that does not impede the learning process for other students or interrupt the class in general.

The administration reserves the right to suspend and/or dismiss a student for reasons that include, but are not limited to, the following:

• Poor academic progress
• Failure to pay tuition
• Cheating on coursework
• Plagiarism
• Falsifying academic records
• Failure to abide by the rules of any instructor
• Refusal to follow instructions from an instructor
• Disruptive behavior in the online classroom
• Physical threats
• Threats of any kind
• Theft

At the first offense, students will be notified via email that they are in violation of the Code of Conduct and encouraged to review the requirements for academic integrity. After the second violation, students will be dismissed from the school and the appropriate refund policy, as outlined in this catalog, will apply.

Students dismissed for conduct may be readmitted to the program at the sole discretion of the Director.
What does it mean that you are an authorized program? How do you differ from other online aromatherapist or herbalism schools?

Authorized postsecondary institutions and colleges go through a rigorous, formal process to ensure ethical financial practices, quality of education, educator qualifications, legal compliance, and much more. It ensures that your certification is an actual recognized postsecondary certification and is sufficient to prepare you for a successful career in the field, in addition to ensuring stability for our programs.

While quality of programs can vary from school to school without authorization, this provides you the confidence that your investment will result in a legitimate certificate that will be recognized and carries the weight of any other postsecondary certificate obtained from an authorized institution or college.

What happens if I enroll and find I need to take a session break during the program?

Students can take a break of up to one session at a time. If a student does not enroll in programs for two consecutive sessions, they will be considered inactive and will need to reapply to reactive enrollment.

Are these programs self paced?

All of our programs are self paced in that we do not have scheduled meeting times each week as in a typical classroom. However, each complete session is scheduled and a recommended timeframe for completion is provided within each program to assist students in budgeting time for completion. It is highly recommended that students remain close to that timeframe to ensure ample time for completion of all course requirements. We do not offer extensions for program completion and procrastination during the course may not provide ample time for adequate completion of course requirements.

How does the online system work?

The online system provides step-by-step instructions for completing each task. Prior to starting your first course with the Franklin Institute of Wellness, you will be provided with an online orientation tour, which can be completed prior to, or at the start of, your first course. This tour will familiarize you with the features of the program.

This program provides you with real-time chat features to interact with instructors when additional assistance is needed, access to all course grades in a convenient student progress update page, downloadable product formulas, study guides, and worksheets for study, downloadable lectures to listen in your car or on your own time, online video lectures, and online testing / assessment requirements.

I have a full time job / homeschool my children / do not have a lot of spare time. Will I really be able to complete one of these programs?

All of our programs were designed to be flexible to fit within even the tightest of schedules. The contact hours provided for each course include the amount of teaching time provided. Remember to budget additional time for studying and completion of projects and assignments.

To accommodate additional time required for test preparation and study, we recommend budgeting approximately
Frequently Asked Questions about the Institute

30 hours per week for full time studies and 15 hours per week for part time. Be realistic in your expectations.

**What can I call myself when I have graduated from the aromatherapy certification program?**

Upon completion, you can call yourself a Certified Aromatherapist (CA). Your certification is recognized not only by the Franklin Institute of Wellness, but as an authorized postsecondary educational credential, which provides value in every state. Should you choose to take a national certification exam such as the one offered through the Aromatherapy Registration Council, you would then be eligible to use any credentials they confer.

**What can I do as an aromatherapist?**

Most aromatherapists are self-employed and develop their own lines of products, whether for skin care or household use. Many others educate the public on the use of essential oils within the home. Others consult with businesses on product development or sales. Individuals with existing professional licenses, such as massage therapists, can integrate aromatherapy into their current career to add benefit to their services.

**What can I do as a Dietary Supplement Specialist?**

Earning a Diploma in Dietary Supplement Science through the Franklin Institute of Wellness opens doors in many fields! Whether your goals are to integrate an in-depth knowledge about botanical supplements, nutraceuticals, and essential oils into your existing practice, to formulate organic household or body care products, to develop a product line in the rapidly growing dietary supplement industry, or to consult with individuals about the safe and effective uses of these products, your new career begins with a solid, evidence-based education through one of the only authorized postsecondary institutions in the field!

**Do I need any previous experience with natural health to apply / enroll?**

Not at all! Our programs are direct entry so you can enroll without any formal experience. If you’ve already taken basic science classes through an accredited college, you can apply to have those credits transferred in, and some unofficial educational experiences may also be able to transfer in, at the discretion of the director. Check through our school catalog for more details on transfer credit.

**Why do you need my high school/college transcripts and my SSN? I’ve seen other aromatherapy and herbalism schools that don’t ask for these things.**

As a fully authorized postsecondary institution, our standards and requirements will differ from programs that do not carry postsecondary authorization. We are required to document your eligibility into the program and to report on our rates annually, and your official transcripts are treated and processed as transcripts from any other authorized postsecondary institution or college. We do have security measures in place on both our website and in the main office to protect your privacy and ensure that your information is not vulnerable to others.